

EPA Official Record

Mail ID: 2b5c07bbd91443438180ab88e6dde43

From: Aoyama, Joyce

To: Prezyna, Ann

Delivered Date: 03/21/2014 05:45 PM EDT

Subject: Instruction for Senior Officials' Calendars

Ann,

Here're the instruction for the calendar:

Instructions for Printing Your Outlook Calendar (Jan 1 - March ??)

Open the calendar you wish to print in Outlook

- From the File menu select Print
- Under "Print Style " select "**Calendar Details Style.**"
- Under "Print Range" select the date range you wish to print (1/1/2014-3/31/2014)
- Check the box for "Hide details of private appointments."
- When printing, select **Adobe PDF/Primo PDF** as your printer and name the file, "**Last Name, First Name – 2014 Calendar, 1-1-14 to 3-31-14,**

Print

Printer

Name: Xerox Phaser 5550DN-7 contrator area Properties

Status:

Type: Xerox Phaser 5550DN PCL6

Where: ☐ Print to file

Comment:

Print this calendar: Calendar

Print style

Tri-fold Style Page Setup...

Calendar Details Style Define Styles..

Copies

Number of pages: All

Number of copies: 1 Collate copies

1 1 2 2 3 3

Print

☒ All

☐ Page range

Print range

Start: Wed 1/1/2014

End: Mon 3/31/2014

☒ Hide details of private appointments

OK Cancel Preview

Thank you for your attention to this requirement. If you have any questions, please contact: Mike Wells, Records Liaison Officer @ x3-4252; or Joyce Aoyama (ASRC Primus), Contract Records Manager @ x3-2595, aoyama.joyce@epa.gov .

Thank you,

Joyce Aoyama
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